

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

**ANIMAL RESCUE & BEHAVIOR
SPECIALIST**

FLSA STATUS:

NON- EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist pet owners, staff and volunteers in managing pet behavior problems, especially those in dogs and cats. The Animal Rescue & Behavior Specialist (ARBS) will provide pre and post adoption training to assist pet owners, staff and volunteers with animal behavior modification, welfare and enrichment exercises by developing and creating programs, protocols and classes. Also, the ARBS will work closely with Animal Rescue groups so that more animals can be placed into homes. Assist with adoption interviews to help provide information to the public regarding behavior issues of adoptable animals. Work closely with Supervisor to ensure the highest quality adoptions and customer service experience. Reports to Animal Control Supervisor and PAWS Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides training, guidance, and assistance to co-workers, volunteers, public service workers, or others regarding animal behavior issues.

Provides strategies to recent adopters to help ensure their relationship with their new pet is successful.

Leads dog and cat training workshops and seminars that concentrate on topics which support adopted dog and cats and keeping them in their new homes.

Works with the Public Media Relations Specialist to promote programs in an engaging, fun way.

Monitors all animals at the shelter for any behavior issues.

Ensures all animals are receiving the training needed to place them up for adoption.

Maintains a thorough knowledge of all hard to place animals.

Identifies dogs and cats that need behavior modification before they have serious issues and become long term residents.

Develops and implements behavior plans for dogs and cats that need basic behavior modification.

Works closely with staff to monitor the progress of training dogs and cats.

Provides a behavior plan for puppies with inappropriate behavior.

Prepares a written protocol to ensure the proper handling of the animal and placement into the right home.

Determines if and when an animal on a behavior hold is ready for adoption.

Informs staff and volunteers about the animal's behavior issues and its needs.

Assists on the adoption floor educating adopters and helping them understand animal's behavior.

Rutherford County, Tennessee • Animal Rescue & Behavior Specialist

Participates in the intake of animals received, reclaimed by owners and adoptions as needed

Serves as the liaison between PAWS and rescue groups to increase rescue adoptions from the shelter.

Complete daily cleaning routines, maintaining assigned area in a clean, organized and professional manner.

Provides general information to the public on processes including adoption, relinquishment, medical and behavioral examinations and euthanasia.

Provides potential adopters accurate information regarding animal temperament, behavior, age, breed and sex.

Promotes positive relationships with the general public, volunteers and staff while promoting PAWS programs, policies and philosophies.

Provides kennel enrichment training and animal socialization to shelter animals.

Communicates effectively and professionally with co-workers, management and the public at all times.

Attends in-service training, staff and volunteer meetings as required.

Performs the temperament testing of animals in the shelter.

Wears appropriate, clean uniform and name tag at all times during business hours.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Cleans and disinfects animal runs, kennels, cages, receiving areas, holding areas and laundry to ensure the health and well being of the animal population.

Feeds and waters all animals in shelter if needed.

Operates various machinery, equipment, and tools associated with animal control activities, which may include an animal control truck, animal restraint equipment, animal traps, catch poles, nets, tranquilizing equipment, mechanical tools, or radio communications equipment.

Prepares or completes various forms, reports, correspondence, logs, citations, or other documents.

Receives various forms, reports, correspondence, animal complaints, laboratory reports, policies, procedures, laws, codes, ordinances, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, law enforcement personnel, other animal control agencies, veterinarians, the public, community organizations, lawyers, judges, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge and awareness of applicable laws, codes, and ordinances; maintains an awareness of new procedures, trends, and advances in the profession.

Creates and maintains a current list of PAWS approved animal rescue groups.

Works under the supervision of Animal Control Director who defines overall objectives and priorities of the work.

ADDITIONAL FUNCTIONS

Provides assistance to other animal care employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 2 years previous experience and/or training involving animal control or animal handling; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be knowledgeable and comfortable working with animals that have behavioral challenges, enjoy working with adopters and volunteers of all ages and skill level, has experience with training, time management skills, including the capability to work productively in fast-paced environment, keep focus on several tasks at once, and be prepared for interruptions when needed to attend to more crucial matters. Must possess and maintain a valid Tennessee driver's license. Must possess experience and knowledge in determining animal condition and behavior and have the ability to handle situations in a professional/tactful manner. Must be able to effectively communicate knowledge and information to a non-technical audience. Must possess basic computer skills, including but not limited to word processing, email, and Internet. SAFER training certification preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 150 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 5 Maximum Continuous Time: 2

2. SITTING

Estimated Total Hours: 3 Maximum Continuous Time: 1

3. LIFTING/CARRYING

Objects: Animals

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs		X			
76-100 lbs			X		
>100 lbs			X		

4. PUSHING/PULLING

Objects: animals, trash, food containers, cages, cat litter

Height of hands above floor during push: most frequently chest level

5. CLIMBING

Tasks: cleaning cages;

Device: ladders, step stools

Height: 4 foot ladder to reach 8 foot cage; 6 to 10 foot deep holes; 10+ foot trees

Frequency: daily; monthly

6. BENDING/SQUATTING/KNEELING

Tasks: vaccinating, cleaning cages, laundry, calling animals, picking up animals, examining animals

Frequency: frequently, several times a hour

7. REACHING

Tasks: cleaning, retrieving animals, laundry, dishes, litter pan, vaccinations, inventory, identification

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	30 seconds per pan	2.5 lbs
21-36"	Straight and angled	45 times a day	15 minutes	8 lb cat; 30 lb dog

* Litter pan set up and cleaning the cages

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes/ odors	X	
Cramped Quarters	X	
Cold Surfaces	X	

Hot Surfaces	X	
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>80</u> % of time
Outside	<u>20</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Including but not limited to computer, phone, fax machine, copy machine, two-way cell phones, pagers, brooms, mops, scrub brushes, spray bottles, squeegees, latex gloves, needles, knives, catch poles, nets, muzzles, carriers, ladders, pooper scoopers, carts, vehicles, stretchers, ramps, animal traps, snake tongs, scanners

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		3-4 hours per day
Grasp	X		Frequently (90% of time)
Fine Motor (i.e. writing, twisting hands or wrist, etc.)	X		Frequently (90% of time)

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

No

- ♦ - ♦ - ♦ - ♦ -

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date